



JOB AID-Hiring an SOS Temporary Employee

- **AS-Human Resources is the first point of contact and the liaison between the organization (supervisor) and the SOS program staff.**
- The supervisor should contact the Human Resources Recruitment Coordinator (Karen Gray) in the following scenarios:
- When an SOS employee/intern is needed.
- When there is a performance problem with an SOS employee.
- When an SOS assignment needs to end early.
- When an SOS assignment needs to be extended.

